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|  <p>MISSOURI DEPARTMENT OF HEALTH<br/>AND SENIOR SERVICES<br/>CHILD AND ADULT CARE FOOD PROGRAM</p> <p>Sponsoring Organizations of Homes<br/>POLICY &amp; PROCEDURE MANUAL</p> | ISSUED<br><br>12/90  | REVISED<br><br>6/12 | CHAPTER<br><br>7 | SECTION<br><br>7.3 |
| CHAPTER<br>Chapter 7. The Monitoring Visit  | SUBJECT<br>Enrollment, Attendance & Meal Count<br>Verification |                     |                  |                    |

The MDHSS staff will review enrollment records to verify that any child claimed was enrolled at the child care home. Daily records indicating the names and number of participants in attendance and the number of meals, by type (breakfast, lunch, supper and supplements), served to participants will be compared to the claim submitted for reimbursement. Discrepancies relating to missing and/or invalid enrollment forms, incorrectly calculated meal amounts and unsubstantiated meals will be documented and associated disallowances will be made. Disallowances will also be made for meals claimed in excess of license capacity. If disallowances are made and an overclaim results, the sponsoring organization must submit a revised claim unless it chooses to appeal the overclaim. See Chapter 12 for appeal procedures.

The sponsoring organization's internal controls related to enrollment, meal count, and attendance records will also be evaluated. Each sponsor is expected to have procedures in place to assure the accuracy and validity of claims submitted. Part of this process is an assurance that children are enrolled in the child care home and in attendance during the prescribed meal service times, and meal counts are accurately and legitimately recorded by the home provider. Enrollment records must be updated annually by the parent. The sponsoring organization must assure that only children with current enrollment forms on file will be eligible to be claimed for meal reimbursement.

Sponsors are required to make disallowances for children when they are claimed for meals without complete documentation of enrollment and/or when meal counts are not supported by attendance records and enrollment information. Documentation of such disallowances must be easily identifiable in the home provider's file. Sponsors who fail to take appropriate action against providers who falsely or erroneously claim children for meals without supporting documentation will be seriously deficient in their management of the CACFP.